

**Company Name**

DoubleTree by Hilton at Birmingham Perimeter Park - Guest Service Agent

**Contact Name**

Nicole Schrader

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**Type- Job Title, job description, & employee qualifications.**

<https://recruiting.ultipro.com/PEA1007PEHO/JobBoard/4abc4563-3abd-4222-9986-91206a956865/OpportunityDetail?opportunityId=d013b9d2-fe79-4f38-a036-fe277d39c5e7>

Job Title: Guest Service Agent

**Job Description:**

This position is responsible for processing check-ins/outs, securing payment, verifying and adjusting billing, and assisting guests with reservations and requests in a friendly, professional and timely manner, while following high standards of quality to ensure guest satisfaction. This position will anticipate guest needs, exceed expectations, and implement creative solutions to provide exceptional service while complying with brand standards.